

INTERNSHIP

ASH Interactive LLC (www.ash-interactive.com) is a boutique creative digital services company in Indianapolis, IN. Our services include, audio and video production, photography, website and social media design and project management. ASH has a real estate division called *RealTour Indy* (www.realtourindy.com) that provides photography and listing walkthrough video services for realtors, property management groups, etc. and ASH also owns a mobile platform for cultural organizations and cultural tourists called *Piggyback* (www.piggyback-app.com).

There are many potential areas of focus for internships. These include multimedia production, sales, marketing and communications, content creation, customer service, app/web development and others.

REQUIREMENTS/QUALIFICATIONS:

Candidates must have basic computer skills including the ability to send and receive emails, be able to carry on clear phone conversations, be able to conduct concise internet searches and have great interpersonal communication skills.

Past work experience in sales, marketing, communications, multimedia production, real estate, the travel industry &/or arts, cultural and philanthropic arenas (museums, zoos, theaters, etc.) preferred.

MAJOR RESPONSIBILITIES:

Responsibilities may vary per individual based on their personal strengths as pertaining to advancing the mission of ASH's family of services. Generally, they will revolve around helping execute various facets of sales, marketing and communications plans and working to achieve ASH's goals and objectives.

Responsibilities may include, but are not limited to:

- Calling, emailing, meeting, reaching out via social media with new, potential and existing clients
- Championing ASH's suite of services to new, potential and existing clients
- Communicating with media outlets
- Assisting with/Brainstorming creative projects
- Assisting in maintaining the ASH family of services presence on social media platforms
- Delivering or distributing printed materials off-site
- Other qualities the candidate should possess include reliability, dependability, self-confidence, outstanding verbal and written skills, a pleasant, professional demeanor, strong time-management skills, ability to follow specific directions, willingness to take on assignments that involve evening or weekend work, a flexible schedule, a desire to learn from experienced

colleagues and the ability to work cooperatively with people of many backgrounds.

Qualified applicants are encouraged to send a resume and a brief introductory email describing their experiences and reasons for interest in the opportunity to info@ash-interactive.com.